

# Technician

Department	Strathclyde Institute of Pharmacy and Biomedical Sciences ( <a href="http://www.strath.ac.uk/sipbs/">www.strath.ac.uk/sipbs/</a> )		
Faculty	Faculty of Science ( <a href="http://www.strath.ac.uk/science/">www.strath.ac.uk/science/</a> )		
Staff Category	Technical Services	Reference No	386148
Reports To	Dr Zahra Rattray	Grade:	7
Salary Range:	£32817 - £40322	Contract Type:	Fixed Term, 36 months (Until 30th September 2024)
FTE	1 (35 hours/week)	Closing Date	23/08/2021

## Job Advert

Strathclyde Institute of Pharmacy and Biomedical Science is seeking a full-time facility technician. With the launch of the EPSRC funded multiscale metrology suite for next-generation healthcare technologies, we are seeking to appoint a Laboratory Technician with experience of operating field flow fractionation methodology and mass spectrometry to join a small team supporting the development of new analytical workflows for nanomaterials. The successful candidate will possess a science-based education to HNC, HND, or equivalent work experience/related degree in Chemistry, Pharmaceutical Sciences, Chemical Engineering, or any relevant qualification. They will have considerable science-based technical experience to support a range of laboratory procedures including the operation and maintenance of specialist analytical equipment. Working as a team member, the facility technician will be a highly-organised individual with a positive approach to managing the day to day operation of the facility. You will work closely with the team and our strategic partners to develop aspects of the facility, contributing to its sustainability through engaging the wider UK academic landscape and industrial partners.

This role is aimed at a proactive and ambitious individual with excellent communication and problem solving skills.

This post is of 36 months duration in the first instance, and renewal of the post will be reviewed subject to funding.

## Job Description

### Brief Outline of Job:

You will manage the operational aspects of this field flow fractionation based facility based in the Strathclyde Institute of Pharmacy and Biomedical Sciences. You will be proactive in setting up and running new experimental protocols for the analysis of novel nanomaterials for health. A comprehensive technical knowledge of field flow fractionation, mass spectrometry, light scattering and optical detection methods is an essential requirement. You will ensure maximum uptime of the multiscale metrology suite, by ensuring routine maintenance, maintenance of part stock levels and troubleshooting through direct consultation with the equipment vendors and project partners. You will work closely with internal and external academic staff and students, supporting a wide range of projects creating innovative solutions for the complex analysis of nanomaterials.

### Main Activities/Responsibilities:

1. Setting up and conducting appropriate and relevant experiments, using a range of techniques to gather, analyse and produce data to support teaching, research, and enterprise activities.

2.	Develop and deliver appropriate training programmes to undergraduates, postgraduates, technical staff and postdoctoral researchers on the operation of the facility modules, as appropriate, and supervise staff to ensure appropriate delegation of workload.
3.	Take responsibility for day-to-day troubleshooting of problems arising throughout research projects. Identify problems with quantity, quality, and accuracy from research experiments and manage appropriately. Provide the expertise, skill and understanding necessary to be able to act independently in solving problems.
4.	Maintain up to date records of facility income and expenditure using the appropriate reporting tools.
5.	Manage requests for facility access through booking pages, reporting to the facility director and management board.
6.	Ensure compliance with health and safety, and appropriate waste management procedures whilst performing risk assessments for new projects and materials.
7.	Work collaboratively with staff across the university, staff in Research and Knowledge Exchange services to ensure the timely, efficient and high-quality delivery of analytical services.
8.	Support academic principal investigators in grant applications by providing up to date costing information.
9.	Develop new partnerships with external agencies and engage in collaborative multi-institutional projects to develop this national facility.
10.	Perform laboratory-based technical duties and related administrative duties to support the required activities.
11.	Work collaboratively with existing national facility partners.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Science based education to HNC, HND, or equivalent work experience/related degree in Chemistry, Pharmaceutical Sciences, Chemical Engineering, or any relevant qualification

E2 Additional qualifications, training and experience in lab-based skills e.g. Health and Safety, Analytical Sciences

D1 Professional registration e.g. RSci

### Experience

E3 Experience in sample preparation for mass spectrometry-based analysis

D2 Excellent knowledge of electronic data management, database management and electronic record keeping

E4 General awareness / knowledge of University procedures relating to personnel matters / staff policies, purchasing, Health & Safety and Risk Assessment etc

E5 Knowledge of common laboratory health and safety issues, including risk and COSHH assessments

E6 Relevant experience in operating, maintaining, and troubleshooting triple quadrupole ICP mass spectrometers

E7 Proficient in the use of specialist software packages relating to mass spectrometry

E8 Proven supervisory experience

D3 Experience in Raman spectroscopy-based analysis

D4 Experience in updating and maintaining webpages

D5 Experience in developing new Field Flow Fractionation protocols and their implementation

### Job Related Skills and Achievements

E9 Excellent interpersonal, communication (verbal and written) and IT skills.

E10 I Proven ability to learn and execute new laboratory techniques and operate equipment at the forefront of technology

E11 Self-motivation and ability to work independently

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E12 Ability to use initiative and judgement to manage a facility and liaise closely with the facility management team in SIPBS and Pure and Applied Chemistry (PAC)

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### Other Relevant Factors

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E13 Commitment to the values and professional behaviours of the University of Strathclyde

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E14 Experience (or track record) of satisfactorily maintaining and providing expenditure/cost records

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## Other Information

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Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Dr Zahra Rattray at [zahra.rattray@strath.ac.uk](mailto:zahra.rattray@strath.ac.uk).

It is anticipated that interviews will be held early September 2021.

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Conditions of Employment

Conditions of employment relating to the Technical Services staff category can be found at: [Conditions of Employment](#).

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

### University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



# Conditions of Employment

## Technical Services Staff Grades 6 to 8

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises UNITE as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Technical Services staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UNITE.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers. Members of staff may not accept outside paid work including personal consultancies without the permission of the University, which will not be unreasonably withheld.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for grades 6 and 7 and 12 months for grade 8. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 August each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally. Nonetheless, operational requirements vary significantly across the University and therefore, where local circumstances dictate, reasonable variation may be adopted dependant upon operational needs. In such situations your Head of Department/School/equivalent will discuss with you the alternative arrangements that will apply

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University – the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder, the contribution rate that currently applies is 9.6% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. From 1 April 2021, the threshold is £59,883.65 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Information regarding USS can be found in the scheme booklet located on the website: [https://www.uss.co.uk/-/media/Project/USSMainSite/Files/For\\_members/Guides/Your\\_guide\\_to\\_Universities\\_Superannuation\\_Scheme.pdf](https://www.uss.co.uk/-/media/Project/USSMainSite/Files/For_members/Guides/Your_guide_to_Universities_Superannuation_Scheme.pdf). The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 9. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least 3 months' notice, in writing, on either side, except during the probationary period when notice is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2021